Stage 1

Risk Potential Assessment

Epping Forest District Council
www.eppingforestdc.gov.uk

Introduction

You should use this form, at the earliest opportunity, to make a simple assessment of how complex or strategically important your project, programme or policy might be, and to identify whether it should be formally supported and approved by the authority's Transformation Programme.

Contact the Programme Management Office if you need help or advice to complete the form.

How to complete this form

Record the project, programme or policy name etc in Section A. Consider each Section (B to D) and place 'x' in one of the five columns (very low to very high) to indicate the level of Change, Impact and Budget associated with the project, programme or policy.

In Section E record the sum of the numbers awarded in each of the columns from Sections B to D. Section F indicates the action you should take given the sum recorded in Section E.

Section G should be signed by the Project Manager and counter-signed by the Head of Transformation. This provides an audit and demonstrates that the potential risk associated with a project, programme or policy has been considered.

Section A – Project, programme or policy details

Project, programme or policy name	P033 Printer Migration
Project manager	David Newton, Assistant Director – ICT and Facilities Management
Organisation responsible for delivery	EFDC

Section B – Likelihood of change

How likely is it that the project or programme's ability to deliver to time, cost and quality will be compromised?

	Very Low	Low	Med	High	Very High	
The project, programme or policy is well scoped. Objectives or Outcomes are clearly defined and should not change. The necessary resourcing and finance have been approved.	1	X	3	4	5	The project, programme or policy will be subject to changing demands and pressures. There are significant external pressures on the project or programme. The necessary resources have not been approved.

Section C – Scale of impact

If the project, programme or policy fails to deliver its outcome or objectives, how severe would be the impact?

	Very Low	Low	Med	High	Very High	
Project, programme or policy failure is unlikely to be noticed. Current arrangements could continue to serve business requirements, though some minor changes may be needed.	1	2	X	4	5	Project, programme or policy failure would have significant consequences: Organisational, Political, Economic, Social, Technological, Environmental or Legal.

T007/mp/$amya35i4.doc/v1.3

Section D – Project, programme or policy budget

How much is the projected budget for the project, programme or policy? Take into account the whole-life costs of the project or programme.

Separate formal approval is required for resources or funding.

Up to £10k	£10k to £25k	£25k to £50k	£50k to £100k	£100k and above
1	2	3	X	5

Section E – Calculating the project, programme or policy's RPA

Insert, in the box to the right, the sum of the numbers in each of the columns from Sections B to D in which you placed your 'x'.	9

Section F – What to do next

Total score (sum)	Risk potential	Action
3 to 5	**Low**	The project, programme or policy does not appear to require formal Transformation Programme support. The project manager should ensure that the project, programme or policy conduct regular self-assessments to ensure that it is on track to successfully deliver its outcomes or objectives.
6 to 15	**Medium or High**	A Stage 2 - Risk Potential Assessment form (RPA-2) should be completed to determine whether the project, programme or policy must be supported by the authority's Transformation Programme.

Section G – Assessment

I am satisfied that the initial Risk Potential Assessment provides an accurate reflection of the project, programme or policy at this stage of development. I will re-asses the project, programme or policy if there is a significant change to the project or programme scope or budget or if significant changes emerge that may threaten successful delivery.

I understand that separate approval is required for any resources or funding.

Signed	David Newton	Date	26.05.2016
	Project Manager		

I am satisfied that the project manager's assessment of the project, programme or policy, as recorded above, is an accurate reflection of the risk potential at this stage of development.

Signed	David Bailey	Date	26.05.2016
	Head of Transformation		

Filing and recording arrangements

❖ Retain a copy of this completed and signed form with the official record for the project or programme.